APPLICATION FORM

INTRODUCTION

Purpose of the application form

1. By filling in, and signing the relevant parts of this application form, and submitting a Curriculum Vitae, the applicant applies for funding in support of his/her envisaged participation in

   the 2024 Diplomatic Conference to Conclude an International Legal Instrument relating to Intellectual Property, Genetic Resources and Traditional Knowledge Associated with Genetic Resources (“the Diplomatic Conference”).

Ground for possible funding

2. Funding may be provided pursuant the decision taken by the 2023 Assemblies of the Member States (see document A/64/13, par. 29 (v)) which reads as follows: “[…] The Assemblies of WIPO, […] agreed that, on an exceptional basis and subject to the approval of the list of invitees in the Preparatory Committee of the Diplomatic Conference to Conclude an International Legal Instrument relating to Intellectual Property, Genetic Resources and Traditional Knowledge Associated with Genetic Resources, WIPO will provide adequate funding to facilitate the participation in the Diplomatic Conference of 2 representatives of Indigenous People and Local Communities from each sociocultural region used by the UN Permanent Forum on Indigenous Issues. The funding will be provided by WIPO’s Voluntary Fund and, in case of insufficient resources, through the budget allocated to the Diplomatic Conference. The modalities of allocation for such funding will follow the rules of WIPO’s Voluntary Fund.”

Conditions to meet in order to be funded

3. In accordance with the decision referred to under paragraph 2, effective funding will be provided to those applicants who meet each of the following conditions:

   (a) For the purpose of the present application form, be duly nominated as an applicant for funding by the main representative (as defined in paragraph 5 below) of a non-governmental organization (“NGO”) that

       a. represents an Indigenous People or local community, and

       b. is included in the list of NGOs invited to the Diplomatic Conference as “Observers” (document GRATK/PM/4);

   (b) Having completed, signed and submitted this application form in accordance with the guidelines and deadline indicated to the WIPO Secretariat (see paragraphs 5
(c) Upon review of his/her application form, be recommended for funding by the Advisory Board of the Voluntary Fund upon conditions that the Advisory Board may specify, including in regard to prioritized applicants;

(d) Meet the conditions that the Advisory Board may specify in regard to prioritized applicants;

(e) Be admitted to participate in the Diplomatic Conference as a representative of an Observer NGO according to the rules of procedure of the Diplomatic Conference through separate formalities;

(f) Meet the administrative requirements (like valid passport, visa as needed) that may apply to be authorized to enter and stay in the country which hosts the Diplomatic Conference for its whole duration;

(g) Participate in the Diplomatic Conference for its whole duration.

Coverage of funding

4. In accordance with Article 5 (e) of the rules of the Voluntary Fund, effective funding, if provided, will be extended to the funded applicants according to the following coverage:

- Purchase of a return economy class ticket, including taxes connected with the ticket, between the domicile of the beneficiary and the city where the Diplomatic Conference takes place, by the most direct and cheapest route;

- Coverage of the living expenses, for the duration of the Diplomatic Conference, in the form of a daily subsistence allowance (daily DSA) at the rate specified by the United Nations for the city where the Diplomatic Conference takes place, with an additional sum to cover expenses incurred at the time of departure and arrival at the applicable fixed rate under the United Nations system;

Instructions on how to fill in the application form

5. The application form constitutes one sole document comprising an introduction and three parts to be completed and signed in full, either in English, Spanish or French:

   – “Introduction”: to be formally taken note of by the applicant for funding and by the main representative of the NGO who nominates the applicant for funding.

   For the purpose of the present application form, the “main representative” refers to the individual who represents the nominating NGO in accordance with its rules of procedure and is able in such capacity to take decisions on its behalf.

   The applicant for funding and the “main representative” may be the same individual, who self-nominates himself or herself in such case.

   – Part A “Nomination”: to be completed and signed by the main representative of the NGO who nominates the applicant for funding.

   – Part B “Application for funding”: to be completed and signed by the applicant for funding.
– **Part C “Curriculum Vitae”**: a curriculum vitae to be submitted and signed by the applicant for funding, in strict accordance with the guidelines indicated in this regard.

**Deadline and modalities of submission of the application form**

6. In order to be taken into consideration by the WIPO Secretariat for transmission, Part A, Part B and the curriculum vitae, completed and signed, must reach the WIPO Secretariat

   - on November 19, 2023 the latest;
   - exclusively by email, at the following address: grtkf@wipo.int;
   - in a pdf version as far as Part A and B are concerned;
   - in a pdf and Word© version as far as the Curriculum Vitae of the applicant is concerned.

**Follow-up information to applicants for funding**

7. The WIPO Secretariat will contact in due time those applicants for funding who have met condition (c) as specified in paragraph 3 of this application form.

8. Those applicants who are not contacted by February 15, 2024 by the WIPO Secretariat in relation to their applications should assume that their applications have not met condition (c) as specified in paragraph 3 above, and that they will therefore not be funded.
PART A: NOMINATION

To be completed and signed by the main representative of the nominating NGO and submitted in pdf format.

For the purpose of the present application form, the “main representative” refers to the individual who represents the nominating NGO in accordance with its rules of procedure and is able in such capacity to take decisions on its behalf.

9. Name and surname of the main representative of the nominating NGO
   
   First name(s): …
   
   Surname(s): …

10. Name of the nominating NGO as indicated in the list of NGOs invited to the Diplomatic Conference as “Observers”:
   
   ...........................................................................................................................................................................

11. Indigenous People(s) or local community(ies) represented by the nominating NGO
   
   As applicable,
   
   - Indigenous People(s)
     
     Name(s) of the Indigenous People(s) represented: ….  
     
     Country(ies): …
   
   - Local community(ies)
     
     Name(s) of the local community(ies) represented: …
     
     Country(ies): …

12. Contacts of the nominating NGO
   
   Official address of the nominating NGO:
   
   Direction: …
   
   City: …
   
   Country: …

   Email: …

   Telephone/Mobile Phone: …
13. NOMINATION OF THE APPLICANT FOR FUNDING BY THE MAIN REPRESENTATIVE OF THE NOMINATING NGO

I hereby nominate, for the purpose of the present application form, acting on behalf of …

[name of the nominating NGO as indicated in the list of NGOs invited to the Diplomatic Conference as “Observers”],

Ms./Mr. [select option] ….

as an applicant for funding with the view to facilitate his/her [select option] envisaged participation in the Diplomatic Conference on behalf of … [name of the nominating NGO as indicated in the list of NGOs invited to the Diplomatic Conference as “Observers”].

I recognize that the admission of the nominated applicant to participate in the Diplomatic Conference as a representative of an Observer NGO is subject to separate formalities as per the rules of procedure of the Diplomatic Conference.

I hereby certify that [name of the NGO as indicated in the list of Observers invited to the Diplomatic Conference] does not have the financial means necessary to cover the expenses relating to the envisaged participation of the nominated applicant in the Diplomatic Conference.

I furthermore certify that the information submitted in paragraphs 9 to 12 are correct.

I have taken note of paragraphs 1 to 8 of the present application form.

I am aware that the application for funding of the nominated applicant may be rejected with no possibility of appeal.

Declaration made at: ......................................................, on ..............................................

Signature: …
PART B: APPLICATION FOR FUNDING

To be completed and signed by the applicant for funding and submitted in pdf format

14. Name and surname of the applicant for funding
   
   First name(s): …
   
   Surname(s): …

15. Gender: Female □ Male □

16. Nationality: …

17. Place of residence
   
   Direction: …
   
   City: …
   
   Country: …

18. Contacts
   
   Email: …
   
   Telephone/Mobile Phone Number: …

19. DECLARATION BY THE APPLICANT FOR FUNDING:
   
   I hereby accept my nomination, for the purpose of the present application form, by …
   
   [name of the nominating NGO as indicated in the list of NGOs invited to the Diplomatic Conference as “Observers”],

   as an applicant for funding with the view to facilitate my envisaged participation in the Diplomatic Conference on behalf of … [name of the nominating NGO as indicated in the list of NGOs invited to the Diplomatic Conference as “Observers”].

   I recognize that my admission to participate in the Diplomatic Conference as a representative of an Observer NGO is subject to separate formalities as per the rules of procedure of the Diplomatic Conference.

   I hereby certify that I do not have the financial means necessary to cover the expenses relating to my envisaged participation in the Diplomatic Conference.

   I furthermore certify that the information submitted in paragraphs 14 to 18 of the present application form are correct.

   I have taken note of paragraphs 1 to 8 of the present application form.

   I am aware that my application may be rejected with no possibility of appeal.

   Declaration made at ............................................................... on ....................................

   Signature: …
PART C: RESUME (CURRICULUM VITAE)

Guidelines

- The Curriculum Vitae should be submitted in strict accordance with the guidelines as follow.

- The Curriculum Vitae (CV) should be submitted in Word© and in pdf, either in English, Spanish or French.

- The pdf version of the CV should be signed by the applicant.

- The CV as submitted should not exceed 2000 words (spaces not included).

- The CV as submitted should be divided up into two distinct parts:

  - Part 1 of the CV should indicate imperatively and exclusively:
    1. The name(s) and surname(s) of the applicant;
    2. The gender of the applicant;
    3. The age of the applicant;
    4. The nationality of the applicant;
    5. The address of residence of the applicant, including the country of residence;
    6. If applicable, the name of the Indigenous People the applicant is part of;

      Note: If no indication in this regard is made in the CV, it will be assumed that the applicant is not part of an Indigenous People.

    7. If applicable, the name of the local community the applicant is part of;

      Note: If no indication in this regard is made in the CV, it will be assumed that the applicant is not part of a local community.

  8. Information, if any, in relation to education, training, professional work, contribution to events (excluding negotiating processes), publications etc. that may illustrate to which extent the applicant is familiar with policy or legal issues concerning intellectual property and genetic resources as well as intellectual property and traditional knowledge associated with genetic resources;

  9. If any, the sessions (number and dates) of the WIPO Intergovernmental Committee on Intellectual Property and Genetic Resources, Traditional Knowledge and Folklore (the IGC), as well as related events (panels, Workshops, side-events), in which the applicant participated, and the name(s) of the accredited observer(s) the applicant represented at that time;

  10. Information, if any, that may illustrate the experience acquired by the applicant, in participating in national or international negotiating processes other than the IGC, including within the UN system, in support of Indigenous Peoples’ rights and interests, or local communities’ interests, and the name(s) of the organizations the applicant represented at that time, for the last 15 years only;
• Preferably, the CV should not include any other data that those required above under Part 1 of the CV. Additional information the applicant would wish to emphasize in the CV should be included in Part 2 of the CV, taking into account the overall limit of 2000 words for both parts of the CV.